



JOHN SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: EXEC. ASST. TO TOWN MANAGER	PAY RANGE: \$55,000-70,000/yr.	CLASSIFICATION/ GRADE: A-5	EEOC Adm.
LOCATION: Town Manager's Office Town Hall	APPLY BY: March 6, 2009	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

Under the supervision and direction of the Town Manager, performs office administrative and secretarial work of a complex, confidential, and responsible nature in the Town Manager's office.

ESSENTIAL JOB FUNCTIONS:

- Compiles detailed agenda materials for Town Council and other meetings, including collecting all necessary information and informing members on matters to be presented.
- Responsible for personnel functions, including providing information on town employment opportunities, advertising, assisting with recruitment procedures through the interview process, maintaining applicant and personnel files, and distributing appropriate forms and information to new employees.
- Organizes and prepares materials for publication such as union contracts, monthly and annual reports, administrative policies and regulations, program guides, and activity schedules.
- Develops and maintains confidential and complex records and files.
- Assists in the preparation of town operating budgets by compiling information, proofreading and collating materials for inclusion in budget document.
- Composes and types routine correspondence and reports independently.
- Types and transcribes letters, reports, and meeting minutes from draft, shorthand notes, or transcription equipment.
- Screens telephone calls, correspondence and other inquiries, greets visitors, ascertains nature of business and refers to appropriate office/person when possible.
- Relieves Town Manager of administrative detail work.

MINIMUM QUALIFICATIONS:

The skills and knowledge required would generally be acquired with:

- Associate's degree and five years of progressively responsible secretarial or office/administrative work; or
- any equivalent combination of training and experience.

See attached Job Description for other duties and qualifications. Job Description subject to change.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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